

**Introduced by: Council Present**

**AN ORDINANCE FOR THE CITY OF BERKELEY AMENDING THE EMPLOYEE HANDBOOK OF PERSONNEL RULES AND REGULATIONS, POLICIES, AND BENEFITS IN SECTION 9.02: SICK LEAVE**

**Now, Therefore, Be it ordained by the City Council of the City of Berkeley, Missouri, as follows:**

**Section 1.** Section 9.02 of the employee Handbook of Personnel Rules & Regulations for the City of Berkeley is hereby amended as follows:

**Section: 9.02 Subject: Sick Leave**

**INSERT in:** Section V. Request for Leave; 2. Unplanned Absences

Employees must telephone the immediate supervisor within one (1) hour of the beginning of the employee's work shift. Note: Employees scheduled to relieve other staff must report unplanned absences in accordance with their unit or department's policy. Except under extreme circumstances, the employee must "personally" make this telephone call. Employees who do not notify their superior of sick leave within one hour after their scheduled shift start may be considered on unauthorized leave, which could lead to disciplinary action up to and including termination. An employee must keep his superior informed of their condition each day of their absence or at any longer interval authorized by their supervisor.

An employee who takes sick leave may be required at any time to submit a statement from a health care provider. Such a statement will be required in all instances where three (3) or more consecutive work periods are missed. For fire personnel it will be two (2) consecutive days.

**INSERT in:** Section VI. Misuse / Abuse of Sick Leave

Supervisors should discuss with employees the importance of regular attendance, as well as possible disciplinary actions for attendance problems. Supervisors must maintain accurate records of each employee's absences and review the records at least monthly. Supervisors can look for patterns of absences, check total time of absence over a period of time, and made sure employees are giving proper notification of their absences. If the supervisor has concerns about absences, he/she should discuss them with the Assistant City Manager. Abuse of sick leave will result in appropriate disciplinary action, up to and including termination.

Any employee who is found to be working another job or being involved in any other activity that would not justify being off work while on sick leave will be subject to disciplinary action up to and including termination. Any sick leave that was allowed to accrue while that the employee was working a job or being involved in any other outside activity while on sick leave will be stricken from the employee's sick leave accumulation.

DELETE in its entirety Section VII. Medical Report Status

**Section 2.** That all ordinances and parts of ordinances in conflict herewith are hereby repealed from purposes of this ordinance only, and only to the extent of the conflict.

Section 3. This Ordinance shall be in full force and effect from and after its passage.

1st Reading this 16<sup>th</sup> day of July 2018

2nd Reading this \_\_\_\_\_ day of \_\_\_\_\_ 2018

3rd Reading, PASSED and APPROVED, this \_\_\_\_\_ **day of** \_\_\_\_\_ **2018**

\_\_\_\_\_  
Theodore Hoskins, Mayor

ATTEST:

\_\_\_\_\_  
Deanna L. Jones, City Clerk

\_\_\_\_\_  
Approved As To Form:  
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mathison	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman-at-Large Greene	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman Hindeleh	Aye ___	Nay ___	Absent ___	Abstain ___